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Records 2

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RECORDS RETIREMENT PROCEDURE

1. Form 140, Records Retirement Request, is the basic instrument for effecting retirement of inactive record materials. For each group of records to be retired, Form 140 should be completed in original and four copies. Completed forms are forwarded to the Area Records Officer, Office of Personnel (ARO/OP) for the additional data required in Part II and dispatch to Records Center. For the benefit and protection of the Division or Staff and the Records Center, accuracy and completeness of entries made in Part I of Form 140 is vital. Future reference (frequently by persons other than those initiating retirement) will depend, to a large extent, on the meaningfulness of data recorded on Form 140.
2. Items provided in Part I of Form 140 should be completed by the Division and Staff as follows:
 - a. JOB NO. - Contact ARO/OP to obtain number.
 - b. FROM - State the official designations of the Office, Division, Branch and Section. Avoid use of letter abbreviations wherever possible.
 - c. DESCRIPTION OF FILE SERIES - The description should be copied directly from the current Records Control Schedule provided to each Division and Staff. The inclusive dates (month and year) of the material should be added to this description. If the records vary from the schedule description, exception(s) should be carefully stated. This item is the key to future identification of the material.
 - d. CLASSIFICATION OF RECORDS - Consider all the material contained in the records to be retired as a unified collection of data and provide the security classification most suited to its protection. Avoid over-classification.
 - e. FILE EQUIPMENT OCCUPIED BY RECORDS (prior to their retirement) - Two (2) entries are required. The size of the safe or filing cabinets currently housing the records (i.e., letter-size, legal-size or other...to be specified) and the number of drawers occupied by the material (e.g., $\frac{1}{4}$, $\frac{1}{2}$, 1, 3 etc.).
 - f. APPROXIMATE REFERENCE ACTIVITY PER MONTH - Based on experience in the current file area, indicate the number of times it is expected that reference will be made to the inactive material during an average month. If experience is lacking, provide an estimate of frequency.

7. REFERENCE TO AND ACCESSIBILITY OF RETIRED RECORDS

- a. Records retired to the Records Center remain under the jurisdiction of the originating office. The Records Center functions to provide Agency components with efficient and economical storage and handling of inactive materials which cannot be destroyed or otherwise disposed of for regulated periods of time.
- b. Reference to retired records may be accomplished through (1) recall of either all or specific items maintained under a given job number or (2) requesting that Records Center personnel locate and report information. Routine reference (48-hour service) or return of material can be accomplished by use of Form 490, Records Center Service Request. Rapid or priority reference may be accomplished by telephone. In emergencies, the Records Center will dispatch a special courier with records or information needed.
- c. Specific information concerning reference services and related matters will be furnished by the ARO/OP upon request.

Attachments:

- Form 140 - Records Retirement Request
- Form 140a - Records Shelf List
- Form 490 - Records Center Service Request